

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

JULY 9, 2012

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. DHSTPWG Meeting Minutes from April 2, 2012
 - c. Homeland Security Grant Program Monthly Report from July 2012
 - d. Homeland Security Grant Program Purchasing Report from July 2012
 - e. Homeland Security Grant Program Subgrant Report from July 2012
 - f. Homeland Security Grant Program Cost Savings and Funding Request Summary
 - g. Training and Exercise Subcommittee Meeting Minutes from May 2, 2012 and June 6, 2012.
 - h. FEMA FAQ Threat and Hazard Identification and Risk Assessment (FY2012)
2. April 2, 2012 minutes were reviewed and approved. (**Motion: Monroe Hudson; Second: Allen Metheny, Passed Unanimously**)
3. **Old Business**
 - a. **Subcommittee Reports**
 - 1) ***Resource Management and Asset Tracking (RMAT) and Personnel Identification and Accountability Subcommittee*** – (Secretary Lewis Schiliro, Chairman) – Jen Dittman read reports from Julie Moran and Richelle Edwards. Advantech was successful in replicating the database to laptops for the Responder Identification (RID) System. Work is being done to establish connectivity between the Department of Safety and Homeland Security network and the Emergency Operation Centers. Desktop badging stations work is in process for Kent and New Castle County EOC. Regarding RMAT, a test environment of the system was evaluated. Geo Decisions is working on fixing and preparing scripts to add users. Allen Metheny and Joe Wessels will test the system to obtain a users' perspective. DTI will validate the test environment after the fixes are made. Upon successful testing, DTI will deploy the environment to production.
 - 2) ***Training and Exercise Subcommittee*** – (Robert Newnam, Chairman) - There were no recommendations from the T & E Subcommittee. Copies of the Minutes from May 2nd and June 6th meetings were provided. The Chairman noted that the T&E members did an excellent job reallocating funds to implement FY2008/2009 projects within grant deadlines. The next Subcommittee meeting will be held on August 1, 2012.

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4. **3) Funding Subcommittee** – (Allen Metheny, Chairman) - The Funding Subcommittee held a meeting on July 9, 2012 to discuss the drawdown of grant funds. There is roughly \$3 million left to spend between FY2008 and FY2009. The Subcommittee examined a list of cost savings and funding reallocation requests. A motion was made to allow the Funding Subcommittee Chair and DEMA staff to execute shovel ready spending plans (pagers and radios) in the event there is unused funding. **(Motion: Robert Newman; Second: Ellen Malenfant Passed Unanimously)**. The motion was amended to allow disciplines to submit spending plans by August 1, 2012. If spending plans are not submitted and projects are not showing movement, funding will be used for shovel ready projects. **(Motion: Tim Sexton; Second: Dave Mick, Passed Unanimously)**. A motion was made to reallocate \$74,672.68 for the purchase of 12 portable radios and 5 mobile radios to support the City of Dover emergency management operations. **(Motion: Mayor Carey; Second: Dave Mick -Passed Unanimously)**. Also, a motion was made to reallocate \$24,000.00 for two emergency generators for SEMS. **(Motion: Major Hudson; Second: Tim Sexton, Mayor Carey and Dave Robert abstained from voting)**. The reallocations will be funded as the money becomes available.
- b. **Equipment Procurement Progress (FY2007-FY2011)**

Jen Dittman briefed that the Homeland Security Grant Program Monthly Report from July 2012 contains the status of Disciplines' projects. Jen Dittman expressed thanks in drawing down all FY2007 funding. FY2008 and FY2009 expire on September 30, 2012. There is a spending plan ready for the balance of unused funding. Jen Dittman reminded the group to coordinate pick up of equipment with Lester Hobbs.
5. **New Business:**
 - a. **Homeland Security Grant Program** – Dennis Donehoo, FEMA Program Analyst for Delaware, briefed that FEMA will consider extension requests. Requests must contain specific and compelling justifications as to why an extension is required. For example, long range contractual obligation, environmental reviews and where exceptional circumstances warrant waiver, are all reasons for extension. He noted that Grant Programs Directorate Information Bulletin No 379 highlighted changes that expedite expenditure of grant funding. Expenditures for general purpose equipment and overtime/backfill expenses are now included as allowable costs. Costs in support of special event surge operations for law enforcement and other first responders and costs in support of increased security measures at critical infrastructure sites are allowed. Given a waiver, construction need not be limited to

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security projects. Allowable costs items must align to and support one or more core capabilities as outlined in the National Preparedness Goal.

- b. **Chairman Turner's Comments** – Chairman Turner thanked members of the Funding Subcommittee for all their hard work and cooperation. He recognized Ron Price as DEMA's new Technical Assistance Coordinator for procurement. The Director will be out of town from July 30, 2012 through August 2, 2012 to serve as an evaluator on behalf of the Inter Agency Board for a Joint Counter Terrorism Awareness Workshop (JCTAWS) on the West Coast to identify gaps in response.

The meeting adjourned at 2:30 p.m. **The next meeting is scheduled for August 13, 2012 at 1:30 p.m. DEMA Training Room.**



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police, LE Co-Lead
Brian Malloy	Delaware National Guard, DNG Lead
Carleton Carey	Delaware League of Local Governments, GA Lead
Robert Newnam	Delaware Fire School, T&E Lead
James Hosfelt	Police Chiefs Council
Absent	NCC Emergency Management
Absent	KC Emergency Management
Absent	Wilmington Emergency Management, EMA Lead
Absent	SC Emergency Management, SEMA Lead
Dwayne Day	City of Dover, PW Lead
Suzanne Raab-Long	DE Healthcare Association, HC Lead
Tim Sexton	DHSS, Division of Public Health, PH Lead
Ellen Malenfant	DNREC, HZ Lead
Dave Roberts	Public Safety Communications, PSC Lead
Dave Mick	Emergency Medical Services, EMS Lead
Sandra Alexander	Department of Technology & Information, CS Lead
Mark Davis	Department of Agriculture, AG Lead
Bob George	Citizen Corps, CCP Lead
Allen Metheny	Delaware Volunteer Firefighter's Association, FS Lead
Absent	Department of Motor Vehicles, DMV Lead
Working Group Members & Guests	
Dennis Donehoo	Federal Emergency Management Agency
Eric Huovinen	SC Emergency Medical Services
Joe Wessels	Delaware League of Local Governments
Harvey Velott	Delaware State Police
Delaware Emergency Management Agency Staff	
Edward Lee	Principal Planner
Jennifer Dittman	Terrorism Preparedness Supervisor
Jim Cabbage	NIMS/IMT Coordinator
Will Hayes	Planner
Beth Moran	Planner
Tom Nesbella	Planner
LaRissa Guess	Planner/Technical Assistance Coordinator
Ron Price	Technical Assistance Coordinator